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Pam Bird
[NEW]
1948 (?)

CAT. FOR
PUBLIC HEALTH

PERSONNEL MANUAL

Herrick Memorial Hospital

2001 Dwight Way
Berkeley 4, California

1948



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Public Health Lib.

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APPROVALS AND MEMBERSHIPS

THE HERRICK MEMORIAL HOSPITAL is fully approved by the American College of Surgeons and has the approval of the Council on Medical Education and Hospitals of the American Medical Association for rotating internship and general residencies. In addition it is also approved by the American Medical Association and the respective specialty boards for graduate training in Surgery, Obstetrics - Gynecology, Pathology and Psychiatry.

It is a member of the American Hospital Association, the Association of California Hospitals, the Association of Western Hospitals, the East Bay Hospital Conference, and is a member of the Hospital Service of California, (Blue Cross)

CAT. FOR
PUBLIC HEALTH

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THE HERRICK FOUNDATION

A Community Service

HERRICK MEMORIAL HOSPITAL was founded in 1904 by LeRoy Francis Herrick, M.D., and has grown steadily from its original twenty-bed capacity to two-hundred beds. In 1935 soon after the death of Doctor Herrick, the hospital was reorganized and converted into a private non-profit charitable hospital corporation, the HERRICK FOUNDATION, to provide a community hospital service to all patients regardless of race, color or creed, to the limit of its resources. The Estate of Doctor Herrick donated to the Herrick Foundation, an initial gift of \$500,000, composed of land, buildings, hospital equipment and other assets. This foundation grant has since been increased by a grant from the Federal Works Agency and by donations from private citizens and philanthropic organizations. With the aid of these contributions and government and bank loans, the Foundation has been able to carry on its community hospital, clinic and educational activities and to build the new, modern and complete hospital building which represents \$1,250,000.00 in assets dedicated to the health of this community.

Besides the medical, surgical, obstetrical, psychiatric and adjunct hospital services of the Herrick Memorial Hospital for private patients, the Foundation also maintains the public emergency hospital for the cities of Berkeley, Albany, North Oakland, and El Cerrito; the Herrick School of Hospital Arts; the Herrick Hospital part-pay clinics.

Along with facilities for private patients, the hospital has also been concerned with the community health problem of the sick in the low income group, not fully eligible for free county care and not able to pay for the full cost of their medical and hospital expenses. For needy patients of this type, the hospital maintains the Herrick

THE HERRICK FOUNDATION

A Community Service

(Continued)

Part-Pay Clinic for both outpatients and inpatients. The Clinic Medical Staff, volunteers from the Junior League, Red Cross, Girl Scouts and others give their services without remuneration. The Foundation aided by gifts from the Herrick Hospital Guild, Junior Red Cross and others, contributes its clinic and community health service.

The Herrick Hospital Guild assists immeasurably with the philanthropic endeavors of the hospital. It is an organization composed of public spirited women in the community who devote their efforts to help the hospital with its work of caring for the needy sick.

BOARD OF TRUSTEES

Ivadel H. Herrick Henderson, President
Carolyn Herrick Nicholas, Vice-President
L. A. Martin, M.D., Secretary-Treasurer
J. J. Benton, M.D., Trustee
J. A. Crane, M.D., Trustee
Alfred E. Maffly, Executive Secretary

MEDICAL STAFF

H. A. Huenergardt, M. D., President
Carl Goetsch, M. D., Vice-President
J.A.C. Leland, M.D., Secretary-Treasurer
L. A. Martin, M.D., Secretary-Emeritus

ADMINISTRATIVE STAFF

Alfred E. Maffly, B.S., F.A.C.H.A., Administrator
Agnes W. Boyle, B.S., Assistant Administrator
John F. Wight, B.S., Administrative Assistant

MEDICAL DIRECTOR

S. H. Babington, M.D.

CHIEFS OF CLINICAL DEPARTMENTS

Anesthesia	R. H. Johnson, M.D.
Emergency	J. A. Crane, M.D.
General Practice	James Hilgesen, M.D.
Medicine	W. T. Partch, M.D.
Neuropsychiatry	A. E. Bennett, M.D.
Obstetrics-Gynecology	T. R. Hofmann, M.D.
Part-Pay Clinic	R. L. Redfield, M.D.
Pathology	H. R. Fishback, M.D.
Radiology	H. P. Brean, M.D.
Surgery	S. H. Babington, M.D.

ADMINISTRATIVE DEPARTMENT HEADS

Administrator's Secretary	Mrs. Louise Gill
Accounting	C. J. Dawson, Chief Accountant
Chief Engineer	Anton Anthenien
Clinical Laboratory,	Dorothy Rea, B.S., R.T., Chief Tech.
Dietary	Mrs. Sylvia Mitchell, B.S.
Education	Mrs. Agnes Watty Boyle, B.S.
Housekeeping	Miss Ava Jane Darby
Medical Records	Miss Helen Waterman, R.R.L., A.B.
Nursing	Miss Katherine B. Stott, R.N.
Pharmacy	Chase Holaday, Ph.G.
Physical Therapy	Mrs. Marie Moynihan, R.P.T.T., A.B.
Purchasing	Harold Platten
Social Service	Mrs. Wilson Price, R. S. W., A.B.
X-Ray	Harley Kalous, R.T., Chief Tech.

NURSING STAFF

Director	Miss Katherine B. Stott, R.N.
Assistant Director	Miss Evelyn H. Schoen, B.S., R.N.
House Supervisor	Mrs. Florence Helbert, R.N.
Afternoon Supervisor	Miss Dorothy Meuse, R.N.
Night Supervisor	Mrs. Doris Rowland, R.N.
Psychiatry	Mrs. Frances Carter, B.S., R.N.
Director of Education	Mrs. Marjorie Peck, B.S., R.N.

F O R E W O R D

As an employee of Herrick Memorial Hospital, regardless of your position, your work is extremely important since it contributes toward the care of the sick.

You must realize that while you are in your familiar surroundings the patient is in a strange place, frightened and confused. It is up to you to make the patients' stay more pleasant by attaining a cheerful attitude, quiet surroundings, a pleasant word, a smile, cooperation with other departments and prompt efficient service.

Hospitals, like individuals, have personalities. They are warm and friendly, or as cold as the inside of an icebox. The reputation of the hospital and your own advancement are dependent upon what the patients see and say of your courtesy and interest.

Personnel Policies and facts
you should know about the
Opportunities, Privileges,
and Regulations which are
related to your work as a
member of the HERRICK
MEMORIAL HOSPITAL STAFF.

TEMPORARY STATUS

For the first 90 days of employment
you are considered a temporary
employee. This provides a time for
us to become acquainted with you
and for you to become acquainted
with the hospital. During these 90
days you are entitled, in addition
to your salary, to time off for any
scheduled holidays.

PERSONNEL POLICIES

DEFINITIONS

Regular Employee:

- 1--Works a 40 hr. week.
- 2--Has been employed 90 days continuously.
- 3--Receives full benefits of vacations, holidays and sick leave.

Regular Part-time Employee:

- 1--Works between 20-40 hrs. a week.
- 2--Has been employed 90 days continuously.
- 3--Receives one-half of the benefits of vacations, holidays and sick leave.

Part-time Employee:

- 1--Works less than 20 hrs. a week.
- 2--Is not entitled to any of the vacations, holidays or sick leave benefits even though continuously employed.

SALARIES

When you become an employee of Herrick Memorial Hospital your starting salary is based on the duties, experience and training required in your position. This base salary was determined in a job evaluation study made by the East Bay Hospital Conference with the help of industrial engineers.

PAY PERIODS

The hospital maintains the same bi-weekly pay period for all employees. Paychecks are distributed by department heads every other Friday after 3 p.m. for the work period ending the previous Saturday, which allows the Payroll office 4 days to complete each payroll.

No paychecks will be issued on days other than the regular pay days.

The work week starts on Sunday and ends on Saturday.

HOURS OF WORK

Forty hours is the standard hospital work week. In the case of women and minors, 8 hours is the maximum legal work day and work over 8 hours is not permitted. The State Code grants an exemption from 8 hour maximum for R.N.'s, and certain professional women. Overtime is discouraged, however under unusual circumstances or in case of emergency, overtime may be permitted with the prior approval of both the department head and the Administrative Assistant.

Every employee receives a timecard at the time of employment. Each employee is his own timekeeper and is paid only for time shown on timecard. Do not write on timecards. If fail to punch, timecard must be adjusted by the department head and not at the Payroll Office.

The timeclock recordings are based on a decimal system with 24 hours to each day and each hour is divided into tenths. Each tenth represents six minutes.

<u>Usual Shifts</u>	<u>Timecard Reading</u>
7:00 to 3:30	7.0 to 15.5
3:00 to 11:15	15.0 to 23.3
11:00 to 7:15	23.0 to 7.3

HOLIDAYS

The following 7 holidays are recognized:

<u>Month</u>	<u>Holiday</u>	<u>Code for Schedules</u>
January	New Year	NY
February	Washington	Wash.
May	Memorial	Mem.
July	Independence	Ind.
September	Labor Day	Labor
November	Thanksgiving	Thanks.
December	Christmas	X-Mas

If a holiday falls on the employee's regular day off, he shall be granted another day off as holiday time.

If the holiday falls within the employee's vacation time, one day shall be added to his vacation.

If an employee is required to work any of the aforementioned holidays, one day off in lieu thereof is to be granted within 30 days. Holidays worked shall be paid at straight time hourly rate.

Holidays will be granted from the first day of employment.

HEALTH PROGRAM

Pre-employment Physicals:

All new employees shall receive the following diagnostic examinations before employed:

- Complete Physical Examination
- X-Ray of chest (via Chestmobile)
- Complete urinalysis
- Hemoglobin test
- Wasserman test

Appointments will be made by the Personnel office for physicals but it will be the responsibility of each department head to follow through with the resident for approval before employee may report for work.

WHEN YOU HAVE ATTAINED
PERMANENT STATUS

If you remain with the hospital for 90 days on a full time basis and your work is satisfactory, you become a regular employee and are entitled to an increasing number of special benefits which are enumerated in the following paragraphs.

BLUE CROSS HOSPITAL INSURANCE

Hospitals recognize the importance of good health insurance, therefore the Blue Cross Hospital Insurance is provided for all employees working 20 hours per week or more, effective 90 days after employment. The Hospital pays the hospital insurance premium of \$1.10 for male employees and \$1.25 for female employees. If you wish to have surgical benefits or to include other members of your immediate family, deduction from your salary to cover the additional cost may be arranged.

Opening dates for including members of the family are June and December of each year.

MERIT INCREASES

Merit increases are considered periodically and are based on the interest in your work, loyalty to the hospital, quality and quantity of your work, regularity of attendance, the initiative which you show and your attitude towards others.

PROMOTIONS

As far as possible, higher rated positions will be filled by promotion from within the organization.

INDUSTRIAL INJURIES

All employees of the hospital are fully covered by Workmans' Compensation Insurance, and you are thereby protected in case of any accident occurring at your work which results in a disability. Sick leave shall not be applied to time off due to industrial injuries, however this provision shall not apply until the compensation carrier has commenced paying compensation payments to the employee, which is the 7th day.

Employees sustaining injury in the course of employment should report immediately to the Emergency Room. The emergency doctor on duty will render first aid and follow-up care. If the services of a specialist are required, the Chief of Service of the specialty involved shall be called. Neither the attending physician nor the employee should arbitrarily select a consulting physician without first clearing with the Assistant Administrator.

SICK LEAVE

After 90 days you are entitled to 3 days of approved sick leave. Thereafter, the amount of sick leave increases by one day for each month of service up to a maximum of 12 days for the first year. After the first year, 14 days sick leave is granted, and may be accumulated to a maximum of 20 days. There is a 1 work day waiting period preceding each illness for which you will receive no sick leave compensation. Paid sick leave is granted only for bona fide illness, generally as certified by your own doctor or a resident physician.

PROCEDURE FOR OBTAINING SICK LEAVE PAY

No department head shall send an employee home ill, or allow an employee to return to work after an illness of less than 2 days, without first being examined by the Resident or Intern on duty in Emergency Form #1025 shall be completed at this time.

A resident or interne will be assigned to the Emergency Room for this purpose from 7:00 to 9:30 A.M. each morning, and from 2:30 to 3:30 P.M. each afternoon.

An employee ill more than two work days is required to furnish a sick leave note from the attending physician before returning to work.

No sick leave will be granted unless this procedure is complied with, and a Form #1025 or Sick Leave Note is turned into the Payroll office, signed by the doctor, department head, and employee, indicating that the employee was too sick to work during the period of absence.

VACATIONS

After each twelve months of continuous employment, you are entitled to two weeks (10 working days) of paid vacation. After 5 years of continuous employment, you are entitled to three weeks (15 working days) paid vacation. Vacations are not accumulative. No pro-rated terminal vacations before each twelve months of continuous employment. Should it be necessary for an employee to take a vacation before the 12th month he may do so, provided it is mutually agreeable between employee, department head, and management, but he will not be paid for the vacation period until after the completion of 12 months of continuous employment.

LEAVES OF ABSENCE

If you find it necessary to be away from work for some time but plan to return at a later date, you should contact your department head regarding a leave of absence. If the leave is approved by the personnel department and the administrator, you will not lose any previously accumulated seniority benefits.

SOCIAL SECURITY

The Herrick Memorial Hospital is operated by the Herrick Foundation, as a non-profit hospital. Its employees are exempt from social security and unemployment taxes. The Herrick Hospital Credit Union was therefore incorporated for the purpose of providing financial security to the hospital personnel. It provides many social and benevolent features, promotes thrift, and provides other advantages for its members. All members of the hospital personnel become members and participate in its benefits.

HERRICK HOSPITAL CREDIT UNION

The Credit Union is operated under the State of California Rules and Regulations for Credit Unions and subject to audit yearly by the State Corporation Commission. The Herrick Hospital Credit Union is a cooperative bank, incorporated under the laws of California, and operated by the employees of the hospital. Officers are elected each year by the membership. It offers opportunity for employees to borrow money at a low rate of interest. It has always paid a higher rate of interest on savings than banks. In case of death of the depositor, the Credit Union pays to the beneficiary, double the amount on deposit, and where there is a loan outstanding, the loan is cancelled in full. Every member of the Credit Union is included in this insurance provision.

Deposits may be made by payroll deduction or during Credit Union hours.

Credit Union hours are 2:00 to 4:00 p.m. Monday through Friday. The office is near the time clock by the employee's entrance.

PROCEDURE FOR OBTAINING SICK LEAVE PAY

No department head shall send an employee home ill, or allow an employee to return to work after an illness of less than 2 days, without first being examined by the Resident or Intern on duty in Emergency. Form #1025 shall be completed at this time.

A resident or interne will be assigned to the Emergency Room for this purpose from 7:00 to 9:30 A.M. each morning, and from 2:30 to 3:30 P.M. each afternoon.

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Deposits may be made by payroll deduction or during Credit Union hours.

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DISCOUNTS

Employees of Herrick Memorial Hospital receive 20% discount on out-patient services such as X-Ray, Laboratory, Physical Therapy and hospitalization not covered by Insurance. Dependents of employees receive 10% discount.

PHARMACY

The Pharmacy Department can supply you with your requirements, such as Tooth Pastes, Powders, Brushes, Shaving Cream, Lotions, Talcums, Razors and Blades, Kleenex, Deodorants, Combs, Kotex, Meds, Tampax, Sanitary Belts, Baby supplies, Vitamins, and prescriptions, to mention a few of the hundreds of items we stock and you need.

The Pharmacy also carries gift items such as Perfumes, Toilet Waters, Colognes, Bath Powders, Dresser Sets, Electric Razors, Ronson Lighters, Clocks and Watches, to mention a few of the many items that you might want to give as a gift. The Pharmacy should be allowed a few days to order what you want from the Wholesale Jobber.

Employees receive a 20% discount on Pharmacy Purchases.

REGULATIONS AND
PROCEDURES WITH
WHICH YOU SHOULD
BE FAMILIAR.

ATTENDANCE AND ABSENCE

It is important to your fellow workers and your department head that you be on time and in case of an unavoidable absence or delay you should notify your department head as far as possible in advance.

CHANGE OF STATUS

If you change your name, address, phone number or withholding tax exemption status, please notify your department head so that we have the correct information for mail, telephone and payroll.

SUGGESTIONS

There is a suggestion box located by the timeclock. Use it freely for any suggestions you might have which may improve service to patients and doctors and may make your work at Herrick more enjoyable.

SMOKING

Smoking is not permitted on wards or in any of the utility, kitchen or rest rooms on the floors, in halls, corridors or departmental areas where patients or visitors may enter.

MEALS

Accommodations for eating are provided on the 5th floor and in the garden.

There is a dining room and a coffee shop on the main floor between Emergency and Payroll offices for your convenience.

DINING ROOM

Breakfast-- 6:30 to 7:25am

Lunch-----12:20 to 1:15pm

Dinner----- 5:25 to 6:00pm

COFFEE SHOP

Open 8:45 am

to 11:15 pm

MINORS

The hospital may employ minors under 18 only upon certification by school authorities. Work permits must be obtained before you commence work at the hospital and must be renewed regularly. You may not work more hours than provided by your Work Permit.

PARKING

Due to limited parking facilities, no parking is allowed on hospital grounds except by permit.

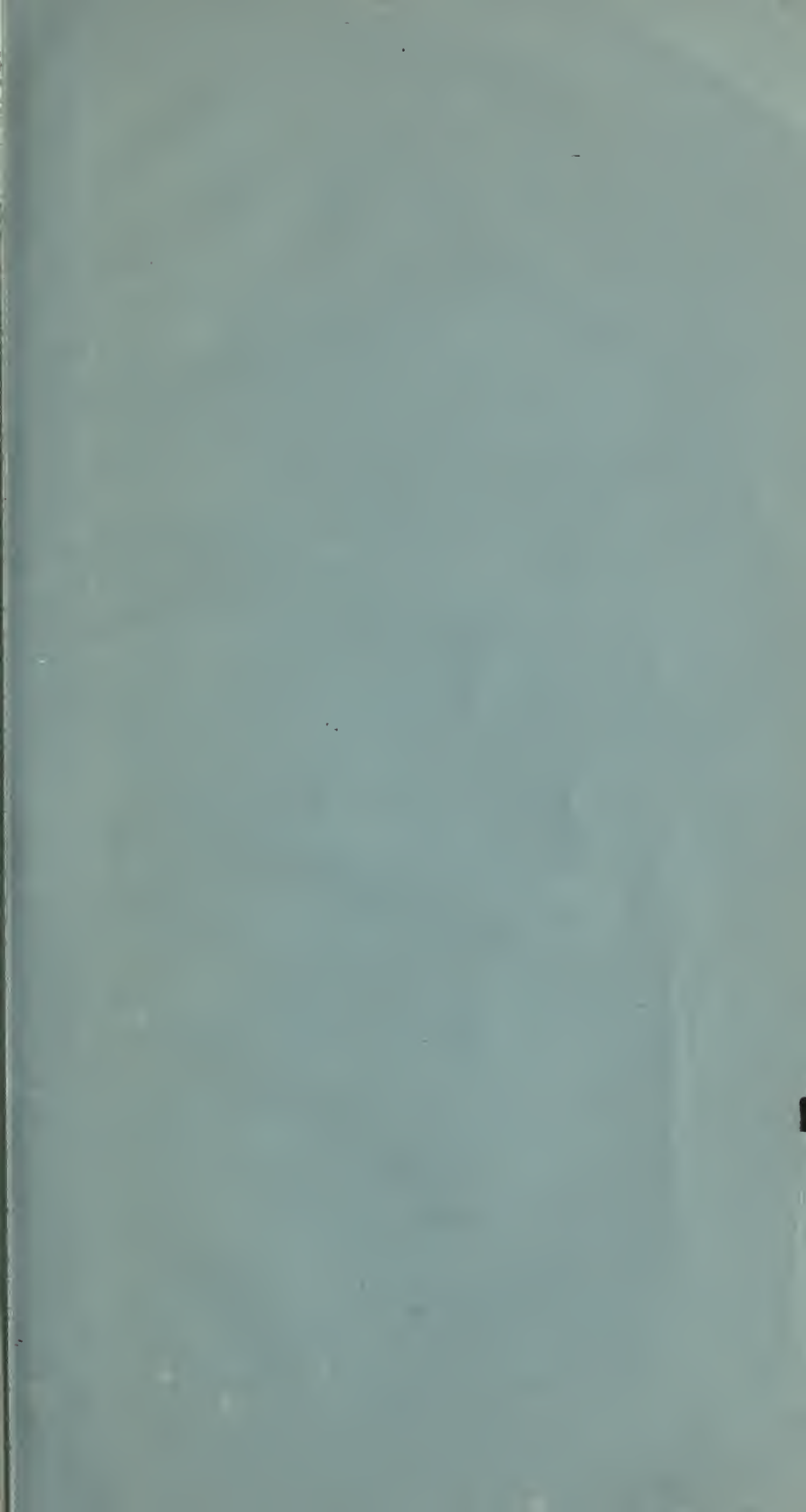
QUESTIONS AND PROBLEMS

If you have any suggestions, questions or problems connected with your work, do not hesitate to talk to your department head about them.

TELEPHONE

There are 153 telephones in constant use and since it would be impossible for the operator to locate the department by name, you are requested to use the locals as listed in your telephone index.

There is a public telephone booth on the main floor opposite the coffee shop for your convenience. Please do not use telephones in the various departments for personal calls. Since incoming traffic on the switchboard is heavy, the operator will be forced to disconnect any personal calls in order to place more urgent calls regarding patients or doctors.





IN THE HOSPITAL CREST the shield indicates knighthood, and interwoven cords on its surface indicates the cooperative fabric of the hospital's interests interwoven with community interests. In the center of the shield is a Maltese cross, symbol of Knights Hospitaler units of the Crusades. The lamp represents the one traditionally carried by Florence Nightingale and symbolic of nurses' service. Laurel leaves represent medicine. The date, 1904, indicates the year the hospital was founded. The phrase "Saluti Servimus" written in mediaeval Latin script, was provided by Professor Clifton Price, Professor of Latin at the University of California. "We serve your health."

